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भारतीय ताराभौतिकी संस्थान INDIAN INSTITUTE OF ASTROPHYSICS

(विज्ञान व प्रौद्योगिकी विभाग, भारत सरकार के अधीन स्वायत्त संस्थान)

(An Autonomous Body Under Department of Science & Technology, Government of India)

कोरमंगला Koramangala, बेंगलूर BANGALORE -560034

Advt.No. IIA/05/2018 dated 11th April, 2018

The Indian Institute of Astrophysics (IIA) is an autonomous academic national institution of the Department of Science & Technology, Govt. of India dedicated to research in Astronomy, Astrophysics and Allied Sciences & Technology. The Institute has its main campus in Koramangala, Bengaluru and CREST campus at Hosakote, Bengaluru. It operates field stations at Kavalur & Kodaikanal in Tamil Nadu, Gauribidanur in Karnataka, and Leh/Hanle, Ladakh in Jammu & Kashmir.

India has joined the Thirty Meter Telescope (TMT) project, the next generation astronomical observatory that will be located on Mauna Kea, Hawaii. India's participation in the TMT Project, led by the Indian Institute of Astrophysics (IIAP, Bengaluru, Inter University Centre for Astronomy and Astrophysics (IUCAA), Pune and Aryabhata Research Institute for Observational Sciences (ARIES), Nainital is coordinated by the India TMT Coordination Centre (ITCC) hosted at IIA, Bengaluru. The TMT project is an international partnership between California Institute of Technology (CalTech), Universities of California, Canada, Japan, China and India. More details about the project may be obtained from <http://tmt.iiap.res.in>

Online applications are invited from the interested candidates for the following position to work in the TMT- India Project on contract basis:

Name of the Post : **PROJECT PURCHASE ASSISTANT-II**

No. of Post : **One**

Age Limit : **32 years**

Remuneration: **Rs 40,000/- per month (inclusive of all)**

Place of Posting : **Bengaluru**

Educational Qualification: Bachelor's degree in Science/Commerce/Business Administration/Engineering or equivalent from a recognized University at least 50% marks in the aggregate; knowledge of computer applications such as word, excel, power point, internet, tally, etc.

Experience: Three years experience in relevant field/area as indicated in the job description in State/Central Government/Autonomous Institutions/ Public Sector undertakings/ corporate sector of repute.

Job Description:

- a) Preparation of RFPs, purchase proposals, comparative statement, Drafting of Contracts/agreements for purchases, follow up action for purchases, co-ordination with purchase section for follow up of each purchase and related work, co-ordination with Project Office and Work Package managers at ITCC, preparation of periodical accounts reports, etc., under the general guidelines of Government of India and familiarity in General Financial Rules (GFR) provisions, e-procurement, Gem, etc. of Govt. of India.
- b) The candidates should have thorough knowledge of Govt. rules and regulations, computer application/management information system and proficiency in communication skill oral as well as writing.
- c) Handling the issues related to the procurement of equipments and coordinate with relevant departments in Govt. of India for clearance and exemptions of customs, export/import, logistical arrangements etc.
- d) Any other work assigned by the Programme Director from time to time.

Terms & Conditions:

1. The appointment is purely on contract basis and does not confer any privilege or service benefits applicable to regular employees. No claim whatsoever for regular employment in the Institute shall be entertained.
2. The tenure of appointment is initially for one year, may last till the duration of project and will co-terminate with the project completion. Continuation of contract appointment is subject to (a) requirement of the Project, and (b) satisfactory performance of the candidate.
3. The remuneration indicated is a consolidated and is inclusive of all allowances.
4. There will be annual increase based on satisfactory performance.
5. The date of determining the upper age limit, qualifications and experience shall be the closing date prescribed for receipt of completed applications.
6. Age relaxation is permissible to SC, ST & OBC candidates and also to physically handicapped candidate as notified by Government of India from time to time.
7. The candidates selected will be posted to work in ITCC/IIA, Bengaluru and are liable to be posted anywhere in India as per the requirement of the Project.

8. Outstation candidates called for interview will be reimbursed to and fro train/bus fare by the shortest route limited to second sleeper class railway fare on production of tickets.
9. The prescribed educational qualifications are minimum required and mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to the advertisement is large and it will not be convenient or possible for the Institute to interview all those candidates, the Institute reserves the right to limit number of candidates to be called for interview on the basis of qualifications and experience higher than the minimum prescribed in the advertisement.
10. Candidates of Indian Nationality only can apply for this post.
11. The Institute reserves the right to cancel the entire recruitment process at any time without assigning any reasons whatsoever.
12. No correspondence will be entertained with the candidates not selected for interview/appointment. Canvassing in any form will be a disqualification.
13. Candidates meeting the above requirements and willing to be considered for the above said position may submit application through online only.
14. Misrepresentation or falsification of facts detected at any stage of the selection process or instances of misconduct/misbehaviour at any stage during selection process shall result in cancellation of candidature without any notice and no correspondence in this regard shall be entertained.
- 15. The last date for receipt of application is 10.05.2018**
16. Important dates to remember
Opening date for on-line registration: 11.04.2018
Closing date for on-line registration : 10.05.2018
17. For registration, please visit: www.iiap.res.in/jobs/htm

प्रशासनिक अधिकारी/Administrative Officer